



Business Source  
Premier

## Search tips

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kim.uni-hohenheim.de | [kim@uni-hohenheim.de](mailto:kim@uni-hohenheim.de)

### Search interfaces

Basic Search (one search field)

Search in all searchable fields ("Default fields" = title, author, subject terms, abstract)

Advanced Search

Search in several combinable fields. Select the appropriate field type from the pull down menu. If no specific choice is made a free-text search is carried out in: title, author, subject terms, abstract.

Singular vs. Plural

A singular term finds also plural and possessive forms (day's) and vice versa and regional spellings (color/colour). Specific plural forms (e.g. children) are found by activating the expander „Apply related words“ (via „Search Modes and Expanders“).

### Truncation / wildcards

market\*

Finds:

market, markets, marketing, marketmakers etc.

Social \* marketing

(\*replaces a string of zero or more characters)

social marketing, social media marketing

risk?

(\*replaces zero or more words)

risks or risky (but not risk)

globali?ation

(? replaces exactly one character)

globalization or globalisation

ne#t

next, net, nest

(# replaces zero or exactly one character)

### Phrase search

„Operation research“

Finds:

„Operations research“ in exact order next to each other

### Combining search terms with operators

Finds:

globalization **and** trade

both terms in the same record

college **or** university

at least one of the terms in the same record

Asia **not** India

„Asia“ but excludes records with the additional term „India“

education **n5** poverty

both terms if they are within five words of one another regardless of the order in which they appear (e.g. „poverty, education and terrorism“ or „education and poverty in rural China“)

french **w4** politics

both terms (in exact order) within 4 words of one another (e.g. „french and german politics“, but not „politics of the french parlament“)

## Author search

Ahlheim, Michael

Author names are searched as: *last name, first name*

Because of not standardized citing rules the first name should be searched in full form and with initials in truncated form (Ahlheim, M\*).  
Recommendable is the use of the author index (see below).

## Using parentheses (complex search)

When connecting search terms with different operators within a single search field, parentheses should be used to avoid ambiguity. The combination in parentheses is processed first.

Finds:

credit risk and (modeling or assessment) („credit risk“ and „modeling“) or (credit risk“ and „assessment“)

Otherwise the system processes first the and-combination followed by the or-combination which can lead to unintended (not reasonable) results:


Finds:

credit risk and modeling or assessment „credit risk“ and „modeling“ and „assessment“

## Search options

- Boolean/Phrase (by default), supports Boolean operators and exact phrase searching
- „Find all my search terms“ (automatically AND linking)
- „Find any of my search terms“ (automatically OR linking)
- „Apply related words“ (synonyms [TV/television] and specific plural forms [child/children] are included in the search in a limited number)

## Limit your results

- Full Text (limits results to full-text records of EBSCO HOST, other full-texts via library journal subscriptions are ignored – see in the result list via  get it)
- Scholarly (Peer Reviewed) Journals
- Published date, Publication Type, Document Type, NAICS/Industry Code etc.

## Extras

- *Company Profiles*: Collection of detailed company profiles of more than 10.000 enterprises world-wide.
- *Thesaurus*: A Thesaurus is a standardized list of terms that describe the records within the database. The wanted thesaurus term can be taken from the displayed list of entries to the search field. If „Explode“ is selected for a certain term, narrower terms will be searched additionally. In the record the controlled terms are located in a defined database field (SU=Subject Terms).
- *Indexes* (via „More“ in the upper menu bar): After input of a term or a search string a list of all searchable terms in alphabetical order is displayed. Indices are available for specific fields (e.g. author, subject terms). For each indexed term the corresponding number of records is displayed and the wanted term can be exported to the search interface.
- *Cited references* (via „More“ in the upper menu bar): Search for cited references and cited works (How often is a certain author or article cited by whom)
- *Simultaneous search* in several EBSCO-databases is possible (please note: less search fields are available, duplicate removal is not 100% reliable)

## Still questions?

Information center: Phone 0711/459-22096 or kim-bib@uni-hohenheim.de